

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S15-055

DATE: April 10, 2015

SUBJECT: ANNOUNCEMENT NUMBER 15-27

OPEN TO: All Interested Candidates

POSITION: Legal Assistant, FSN-9, FP-5

OPENING DATE: April 10, 2015

CLOSING DATE: April 24, 2015

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinary Resident: CFA 10,567,773 per year
Position grade: FSN-9

*Not-Ordinarily Resident (NOR): US\$50,883 per year
Position grade: FP-5

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Bamako is seeking an individual for the position of Legal Assistant position for the Department of Justice.

BASIC FUNCTION OF POSITION:

The Legal Assistant will serve as an aide to the Department of Justice (DOJ) Resident Legal Advisor (RLA). The Legal Assistant will research issues of law and procedure, and plan and coordinate training programs, visits, and conferences. Other responsibilities include establishing and maintaining contacts with host government officials, reviewing and interpreting draft legislation, and generating activity reports. Additionally, the Legal Assistant will provide administrative support to the RLA and to DOJ Criminal Division programs at post.

Please send an email to HROBamako@state.gov to request a copy of the complete Position Description listing all duties and responsibilities if needed.

QUALIFICATIONS REQUIRED:

- Bachelor degree in Law from a Malian University required.
- Three years' experience practicing law in Mali with the Malian government, an NGO or a law firm is required.
- Level IV (Fluent) French required. Level III (Good working knowledge) English and Bambara required. English will be tested
- An advanced knowledge and understanding of Malian criminal justice processes and familiarity with Malian courts, law enforcement practice and legislative bodies.
- Strong computer skills in word processing and ability to create documents and presentations using Microsoft Word, Excel and PowerPoint.
- Driver's license required.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED (AUCUN DOSSIER NE SERA ACCEPTE SANS LE FORMULAIRE DS-174 REMPLI, LE CV AINSI QUE LES COPIES DE DIPLOMES, CERTIFICATS, ATTESTATIONS ET PERMIS):

1. Application for U.S. Federal Employment (DS-174) available on http://mali.usembassy.gov/job_announcements.html; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

HROBamako@state.gov

Subject: Legal Assistant

POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: APRIL 24, 2015

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country); and,
- Is not subject to host country employment and tax laws (i.e. diplomats); and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – **A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.